



NBP FX PORTAL

**MANAGING FOREIGN EXCHANGE (FX)
CASES WAS NEVER SO EASY!**

THE USER MANUAL

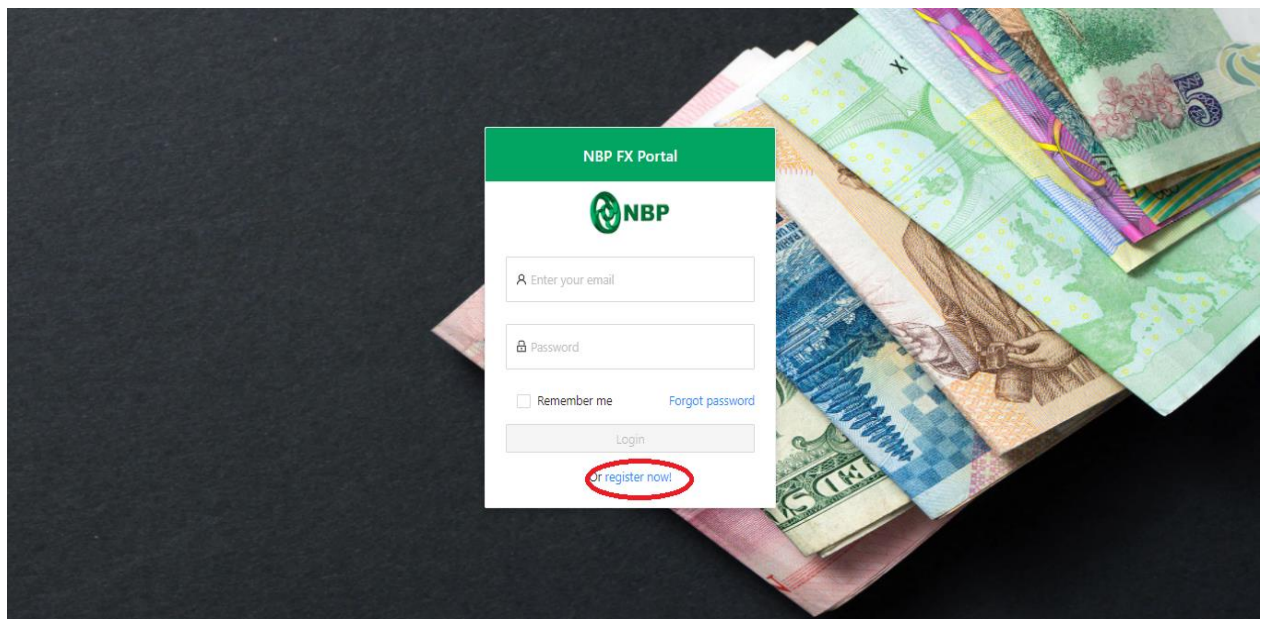
Introduction:

In pursuance to State Bank of Pakistan's (SBP) instructions, National Bank of Pakistan (NBP) has developed a digital FX portal for its customers to submit documents and track status of FX cases related to obtaining regulatory and/or bank approvals for remittances, trade and investments as per SBP's Foreign Exchange Manual (FEM) from the convenience of their offices or homes.

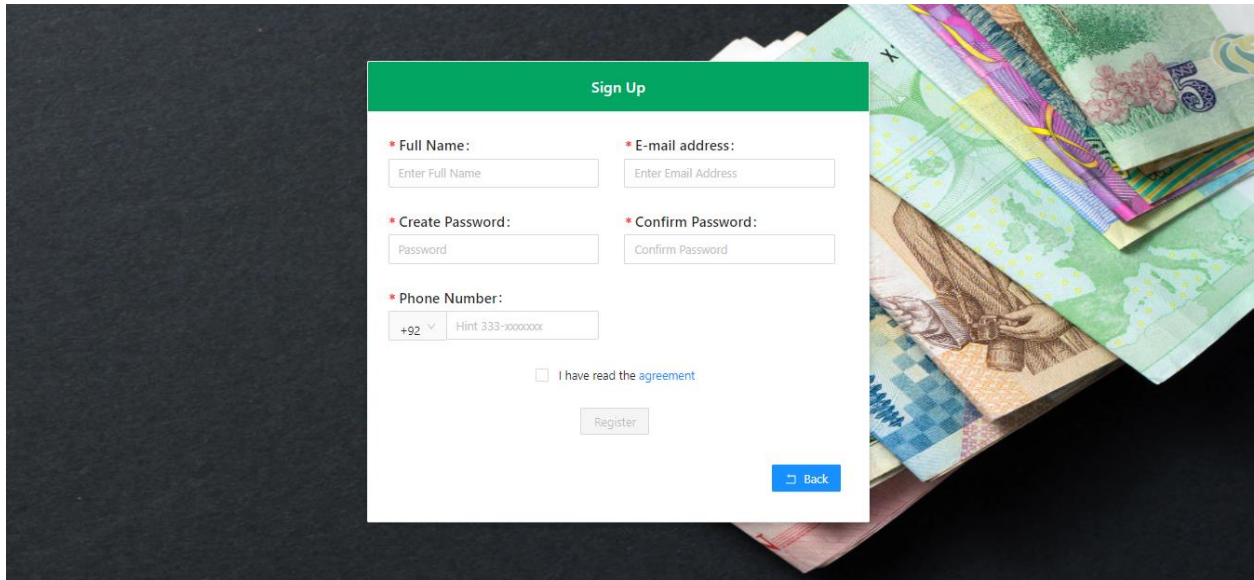
Registration Process

Step -1 Please visit the website www.nbp.com.pk and click on "**NBP FX Portal**" or use the following link directly <https://fxapproval.nbp.com.pk>

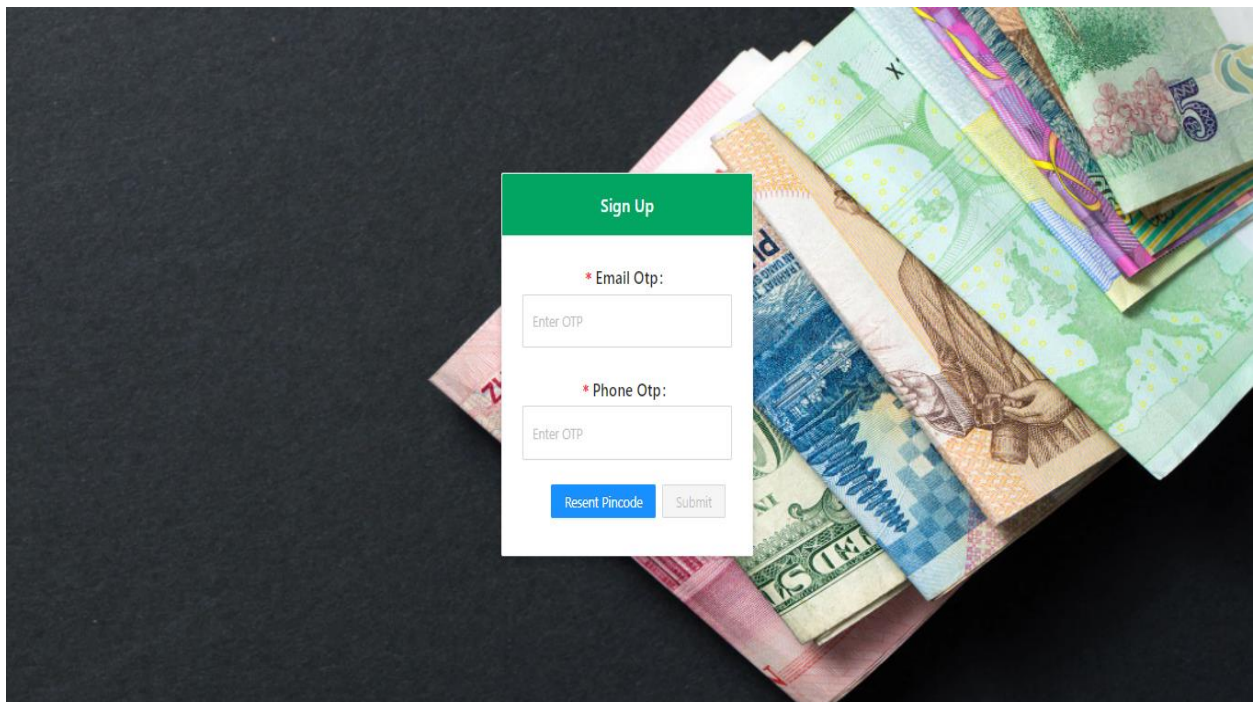
Step-2 Upon clicking on the link, following screen will appear.



Step-3 If the customer is a new User, please click on "register now".



Step-4 For registration, please complete all the required fields and check box “I have read the agreement” after reading the agreement. Then click on “Register”.



Step-5 Upon clicking on “Register”, the above screen will appear. You will receive One Time Password (OTP) on the registered Email & Mobile Phone. Please input both different OTPs and click on submit. In case you do not receive OTPs, you can click on “Resend Pin code”.

Step-6

After inputting both OTPs, the following screen will appear in order to link your Bank Account with your Portal User.

In case of an **“Individual”** Account type, please fill the following information correctly in the respective Fields and click on **“Submit”**;

- 24 digit account IBAN number
- Account Title
- Select your branch name and branch code carefully
- Account Currency
- CNIC

Linked Accounts

Account Detail

For the purpose of FX Portal, your account details are required.

- * IBAN Number:**
- * Account Title:**
- * Branch Code:**
- * Branch Name:**
- * Account Currency:**
- * CNIC:**
- * Account type:**
- * Address:**

In case of an “**Organisation**” Account type, the following additional screen of “**Organisation Profile**” will appear. Please fill the following information and click on “**Submit**”;

- Organization Name
- Download and fill the “**Authorization Letter**” and get it signed from the authorized signatories of the account (you have the option to upload a scanned copy in the required attachment field). In order to complete the registration process, kindly ensure to submit the original signed “**Authorization Letter**” to the branch where the account is maintained.
- Select “**Ownership Structure**” from the dropdown menu.
- NTN
- Enter a “**Brief Profile**” of the Organization.

Linked Accounts

Account Detail

For the purpose of FX Portal, your account details are required.

* **IBAN Number:**

* **Account Title:**

* **Branch Code:**

* **Branch Name:**

* **Account Currency:**

* **CNIC:**

* **Account type:**

* **Organization Address:**

[Submit](#)

Organization Profile

In case of Organization, the following details are required.

* **Organization:**


Authorization Letter:
[Download Template](#) Please download, complete & submit the original form to your branch.

* **Ownership Structure:**

* **NTN Number:**

Brief Profile:

Required Attachments:


Click or drag file to this area to upload
Attach all the Required Documents here.

Step-7

You will receive the following email message confirming that your request has been received in branch for further action. The branch authorized officials will verify the inputted information with the Bank's record. For Organization, the original "authorization letter" will also be verified. Your request will be approved if all provided information is found to be correct.

Wednesday, 31 March 2021

10:34 PM



National Bank of Pakistan
نیشنل بینک آف پاکستان

Dear ABC,

FX Portal request has been received for registration. For Organization, please also submit the original registration form duly signed by authorized signatory (ies) to your branch.

For further assistance, please contact Helpdesk (111-NBP-NBP) or Branch.

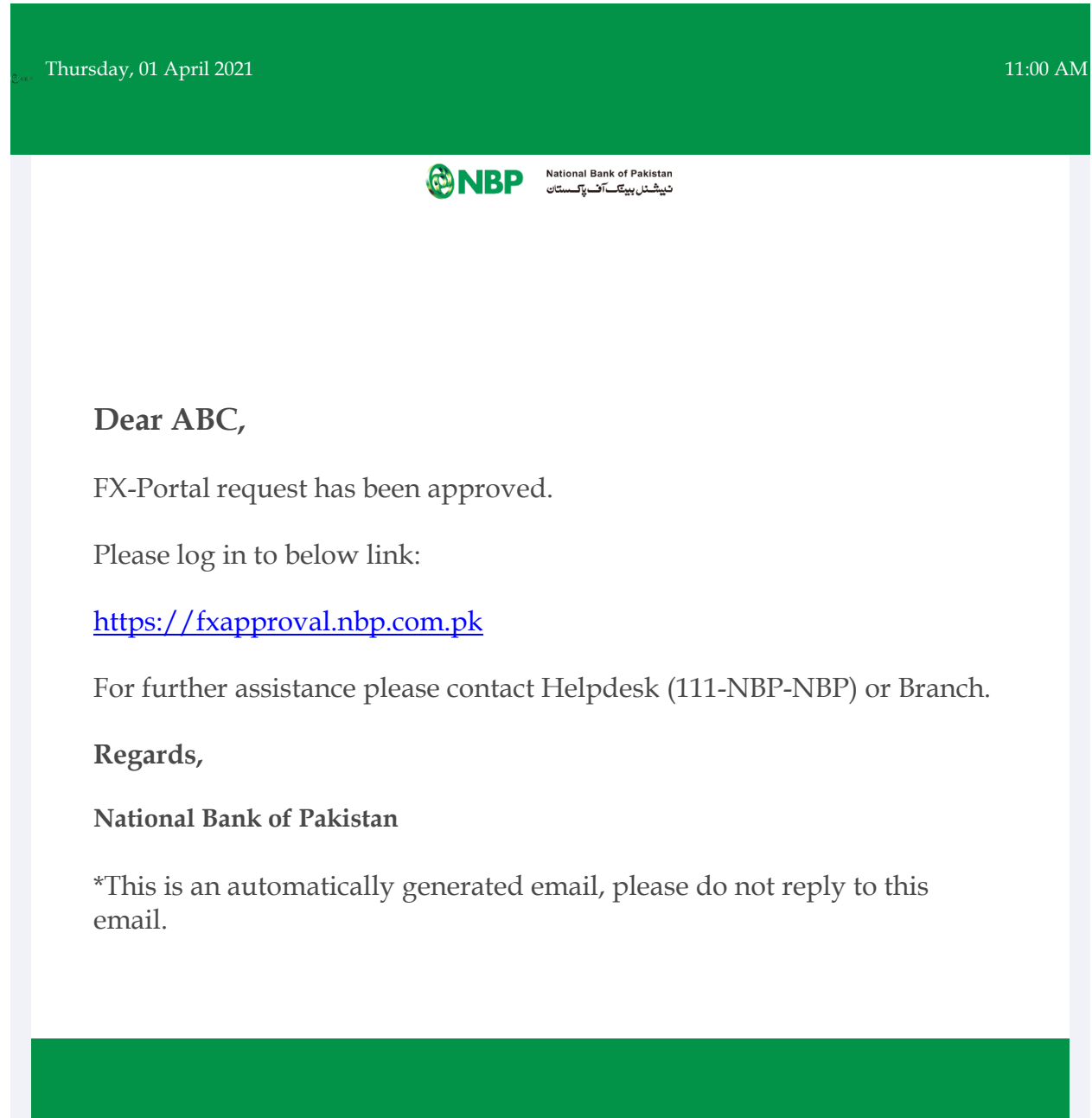
Regards,

National Bank of Pakistan

*This is an automatically generated email, please do not reply to this email.

Step-8

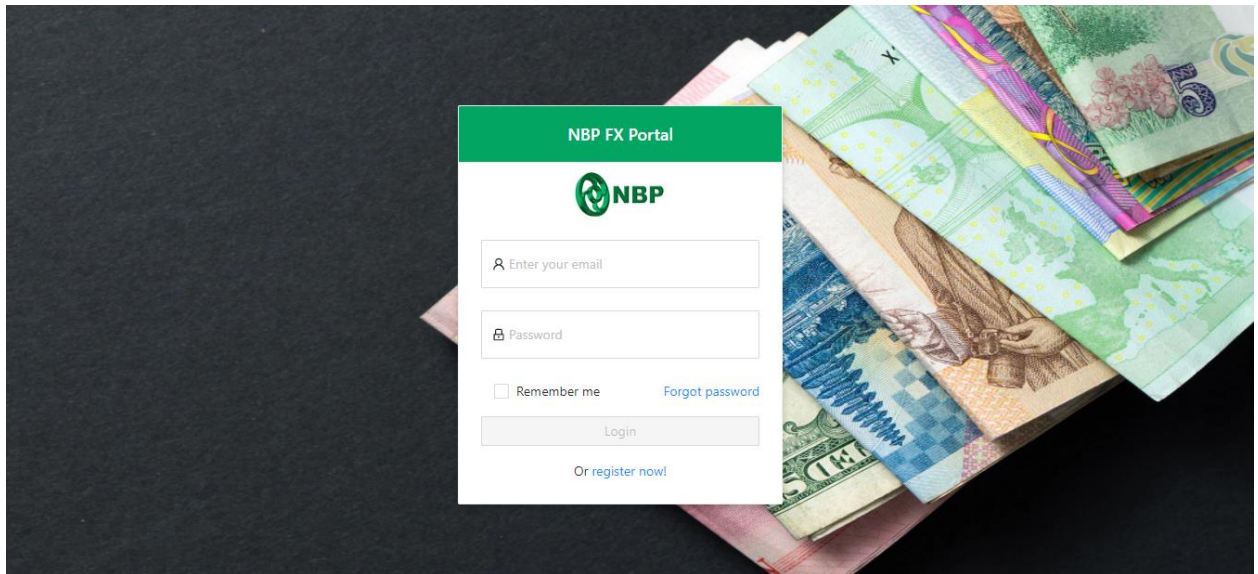
Upon approval, the registration process will be complete and you will receive the following email message.



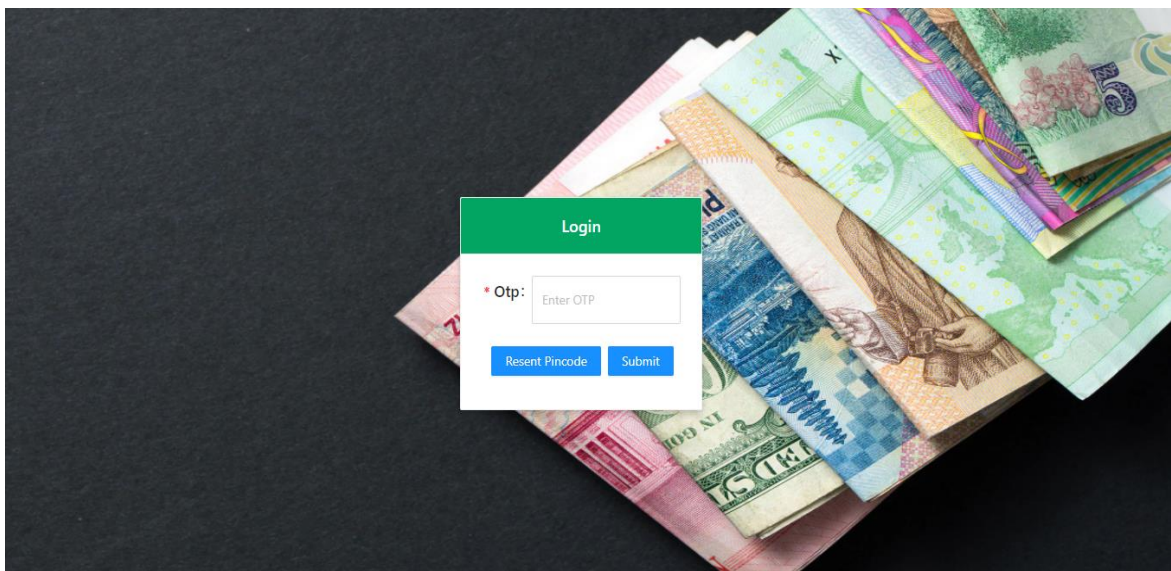
Once the registration process is complete, you can login to NBP FX Portal by entering your registered email address and password to submit FX cases.

Submission & Tracking of FX case

Step-1 - Login to NBP FX Portal using the following Link and enter your registered Email and Password and click on Login Button;



Step-2 - You will receive One Time Password (OTP) on your registered Email and Mobile Number. Enter the OTP and click Submit;



Step-3 - The following screen will appear. Select the "Category", "Case Type" & "Case Title" and click "Submit".

Website Links Privacy Statement Contact Help

Asif

Home

My Cases

Documents

Linked Accounts

Logout

Home

Initiate Case

* Account:
Select Account

* Category:
Select Category

* Case Type:
Select Case Type

* Case Title:
Select Case Title

Submit

Approved/Pending Cases

Discrepant Cases

Declined Cases

Recurring Case

* Case Id:

Hover to Expand - Menu

Imran

Home

My Cases

Documents

Linked Accounts

Logout

Home

Initiate Case

* Account:
333222

* Category:
Investment

Investment
Remittances
Trade
Government Schemes

* Case Title:
Select Case Title

Submit

Approved/Pending Cases

- NBP-FX-3
FE Allocation Remittance of Armed Forces
Mar 27, 2021
- NBP-FX-37
Issuance of FCY Bank Guarantee for Performance / Advance Payment / Bid Bond (Para 11 Chapter 19)
Mar 31, 2021

Discrepant Cases

- NBP-FX-10
FE Allocation Loan Repayment
Mar 30, 2021

Declined Cases

Step-4 - Input all the required details in case form below. Fields marked with asterisk (*) are mandatory. Upload all the required documents in PDF format. Submit the case by clicking on "Submit" Button. You can also save the case as draft any time during case preparation by clicking on "Save as Draft".

The screenshot displays the NBP Form View interface. The top navigation bar includes the NBP logo, a "Hover to Expand - Menu" option, and a user profile icon for "Imran". A left sidebar contains navigation links: Home, My Cases, Documents, Linked Accounts, and Logout. The main content area is titled "Form View" and contains a form with the following sections:

- Category:** Investment
- Case Type:** FDI & Foreign Currency Loans
- Case Status:** Draft
- Case Title:** Acquisition of Shares against Subscription of MOA (Non-Resident Incorporated the Company)
- Mandatory Fields (marked with *):**
 - Name of Applicant/Share Issuing Company
 - Address of Applicant
 - Status of Applicant (Dropdown menu with "Select" option)
- Document Uploads:**
 - Original Proceeds Realization Certificates -Certificate of Deposit: Choose PDF
 - Copies of Certificate of Incorporation-Certificate of Commencement of Business: Choose PDF
 - Copies of Article and Memorandum of Association-Certificate of Change of Name: Choose PDF
 - Information of non-resident investor - EPD Circular Letter No.06 of 2017: Choose PDF
 - Undertaking that investor is not foreign govt. owned or controlled entity: Choose PDF
 - Details of Non-Resident Share Holders in case of more than one shareholders: Choose PDF
 - Additional Documents: Choose PDF
- Agreement:** I hereby agree to the [term and conditions](#) with NBP FX Portal
- Buttons:** Save as Draft, Submit

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Step-5 - Once the case is successfully submitted, a “Unique Case ID” will be generated e.g. NBP-FX-FEOD-XXXXXXX-XXXX and you will receive a confirmation email. The below dashboard will inform you about your case status.

The screenshot shows a dashboard titled "My Cases" with a sidebar on the left containing navigation options: Home, My Cases, Documents, Linked Accounts, and Logout. The main content area features a summary row with seven status categories and their respective counts: Linked A/C (2), In Progress (0), Approved (0), Draft (2), Discrepant (0), Rejected (0), and Close (0). Below this is a search bar and filter tabs for All, My Draft, My Task, and My Cases. A table lists two cases with columns for Case Id, Case Title, Case Type, Case Date, Status, and Action. Both cases are in "Draft" status.

Case Id	Case Title	Case Type	Case Date	Status	Action
NBP-FX-FEOD-1000068-2021	Adjustment of Overdue Cases against Advance Payment	Exports	Apr 16, 2021, 6:50:03 AM	Draft	
NBP-FX-FEOD-1000069-2021	Adjustment of Overdue Cases against Advance Payment	Exports	Apr 16, 2021, 9:28:26 AM	Draft	

Step- 6 – Once the information provided is forwarded to SBP for regulatory approval, an email will be sent to you and the “Status” will be updated. In case of the case requiring bank’s approval only, the case will be processed by the bank.

Step- 7 – Status

- A) Once approved, the customer will see the status of the case as “**Approved**” in the Approved case tab.
- B) In case of any discrepancy, the case will be marked as “**Discrepant**” and the customer can view all such cases in the discrepant case tab. The customer can resubmit the discrepant case by providing the required information/documents.
- C) If the case cannot be acceded to as per SBP’s FEM regulations, then the case will be “**Declined**” which can also be seen in the Declined case tab.
- D) For any change in status, an Email will be sent to the customer.
- E) Customer is responsible to provide original documents as and when required by NBP and or SBP.

Disclaimer :

"This manual is made available to the customers in an effort to facilitate them in using NBP FX PORTAL. The customers are advised in their own interest to read the terms and conditions provided on NBP FX PORTAL “

